

## Duchesne County Library Board Meeting 2/22/17 @ Duchesne Library Minutes

Present: Chair H. Burt Jenson, Vice Chair Sherry Lott, Secretary Lisa Roberts, Janet Roberts, Yogi Nielsen, Daniel Mauchley

Excused: Commissioner Greg Todd, Kerrilynn Miles

Meeting Convened: 5:02 PM

JANUARY MINUTES APPROVAL: Sherry Lott motioned, Janet Roberts seconded. Minutes unanimously approved as written.

### PUBLIC COMMENT:

- letter to Greg Todd from Jean Eldredge discussed – not addressing where the new community center will be located yet. Stirs up too much controversy when there hasn't been anything determined yet.

### LIBRARY STATISTICS AND BUDGET QUESTIONS

- forgot the budget paper. Will get later
  - Books 60% of circulation
  - Playaways vs. CDs – only 1% of circulation
  - Lose more movies than anything
  - Patron count has dropped – winter possibly effected it.
  - Roosevelt sends a lot more to Uintah then vice versa

### UPDATES:

- Memorandum of Understanding between Uintah and Duchesne library system is official now
- Stephen from Roosevelt Library went to Ft. Duchesne for a story hour, will be used but not regularly
- Duchesne videophone up and running. Free to use

### RECENT HAPPENINGS:

- Roosevelt Tolkien party had 95 people attend
- Roosevelt library workers are going to Parkside Manor to deliver books for the residence to read. Increases the circulation, but not patron account.
- Roosevelt and Duchesne each have their own Facebook page now. Going well and less confusion.
- Board minutes are hard to find online. The library has a part of the county website. Policies can be found there. The Board meeting minutes now added on that page. Audio minutes can't be saved; they are too big. Audio minutes will still be on the public notice site. This website was updated to help out with our library certification.
- Circulation policy – approved last meeting and put into effect this past month. Doing well with just one problem. The problem is DVD loan periods. Addressed later in the meeting.
- Tim Burton party at the Roosevelt Library – last week had 140 people attend. Never that high for a non-summer or non-family party. They had crafts, refreshments, some patrons dress up, prizes, quest activities.
- March 4 – Dr. Seuss party at 11 am at the Roosevelt library
- Pre-k – 12 database class starting Thurs. March 9 at 6 pm. At the Duchesne library. Seven people can use computers and others can bring their own laptop. Sign up for computer slots. Will do 2 sessions.
- Employee Training at USU building? Mon. April 10 for all 3 library staffs. Library would have to be closed and has to be approved by board.
  - Janet Roberts made a motion to close.
  - Sherry Lott seconded the motion to close.
  - Board is invited to attend. Lunch provided. Starting at 9 am?

#### 2017 CONFERENCES:

- Who plans to attend?
- Utah Library Association – May 17-19 South Town Expo in Sandy – just for Utah – Sherry? Lisa?
- Association of Rural and Small Libraries is nationwide and will be held in St. George sept. 6 – 9. All but Burt are currently planning to attend.

#### 2016 ANNUAL REPORT:

- reviewed statistics
- We should be checking out 122,000 items and are totaling about 113,000 based on population. The new Circulation policy may change that as well. Between the 2 libraries we have 90,000 items
- reviewed report sent to the state
  - the money not spent rolls over to the money to pay for an upcoming library
  - spent \$105,000 On the collection this year
  - had 79,000 visits this year and 50,000 last year. Electronic counter helping. Roosevelt's counter has been affected by the sun in the midday and wasn't working correctly. Number is probably higher.
  - 253 programs this year. Made the bench mark this year
  - 5237 people coming to programs and made the benchmark this year.
- Daniel will be going through statistical report and state report with county commissioners.
- Went through county library system annual report 2016  
See document for it.

#### 2017 BOARD MEETING SCHEDULE:

- all board meetings to be submitted to the newspaper.
  - Sherry Lott moved to approve
  - Yogi Nielsen seconded it
  - all in favor

#### CIRCULATION POLICY – DVD LOAN PERIOD

- DVDs are the most in demand and on hold. They currently can't be renewed. They have to be rechecked out if they aren't on hold. Proposing to drop movie loan to 2 weeks.
  - Janet Roberts make a motion to move it to 2 weeks
  - Yogi Nielsen seconded it
  - all in favor
- addressing next time to make a motion on the series dvds.

#### LIBRARY SYSTEM BY-LAWS

- should be reviewed every 3 years and hasn't been done for 5 years. These are the board rules.
- The changes are the things Daniel added to make it more understandable.
- Reviewed the changes and added items – items on document that are yellow or struck out
  - Janet Roberts made a motion to approve
  - Yogi Nielsen seconded the motion
  - All approved

#### ROOSEVELT LIBRARY:

- meeting with architect in March

#### ALTAMONT/TABIONA OUTREACH:

- Daniel has tried to contact librarians at the Altamont Elementary and High School and Tabiona to work together with them. Has not been able to contact them yet.

#### OPEN AND PUBLIC MEETINGS ACT REVIEW:

- Moving review until next month.

#### NEXT MEETING:

- Next month meeting is Tuesday, March 28 at Crossroad Sr. Center at 4:30

Meeting adjourned at 6:31 pm.

Minutes taken by Secretary Lisa Roberts

Minutes approved 3/28/17.